



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

---

Vol. 10, no. 24

GP 3.16/3-2:10/24

November 30, 1989

---

## 3rd Annual Interagency Depository Seminar

### "Serving Your Community's Government Information Needs"

The 3rd Annual Interagency Depository Seminar will be held in Washington, DC from April 2 through April 6, 1990. The seminar is being sponsored by seven agencies: the Bureau of the Census, the Copyright Office, the Office of the Federal Register, the Library of Congress, the National Technical Information Service, the Patent and Trademark Office, and the Government Printing Office. The overall theme of the seminar will be: "Serving Your Community's Government Information Needs." The week long seminar will consist of an overview of the various agencies' products and activities as they relate to Federal Depository Libraries.

The Interagency Depository Seminar is the most comprehensive introduction to U. S. Government information now offered (see attached schedule of events). It is aimed at Documents Librarians with at least some working experience in a depository environment. In the two years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A ten dollar registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no Government funds are available for that purpose. Prospective attendees should complete the registration form on the following page and mail a photocopy of this form, along with a check for \$10.00 made out to "GPO Cafeteria Service," to GPO by January 31, 1990. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please write or call the Chief, Inspection Team, at (202) 275-1119.

## 3rd Annual Interagency Depository Seminar

### "Serving Your Community's Government Information Needs"

---

---

#### REGISTRATION FORM

\_\_\_\_\_  
Librarian's Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(    )    -       ext.    \_\_\_\_\_  
Office Phone Number (day time Phone)

- ☐ I would like to attend the April 2 - 6, 1990  
Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service."

---

---

Mail a photocopy of this page (by January 31, 1990) to:

Chief, Inspection Team  
U.S. Government Printing Office  
Library Programs Service (SLL)  
Washington, DC 20401

## 3rd Annual Interagency Depository Seminar

### -Schedule of Events-

#### Sunday, April 1

There will be a very informal get together of seminar participants in the main hall of Union Station at 6:00 p.m. Librarians will be able to meet some colleagues and agency staff in an informal setting.

#### Monday, April 2 LIBRARY PROGRAMS SERVICE SEMINAR

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository copies. Staffers will also discuss the responsibilities of Federal Depositories in the areas of free access, collection development, bibliographic control and depository promotion. There will be a comprehensive tour of the LPS facility and a question and answer period.

#### Tuesday, April 3 CENSUS BUREAU SEMINAR

Most of the Census Bureau's day will be devoted to a status and product review of the 1987 Economic Census and the 1990 Census of Population and Housing. The review will include information on the media in which these products will be issued and the release schedules for these products. The Census Bureau will also provide a description of user services activities related to the catalog, monthly product announcements, and monthly newsletter; publications and tape sales; CENDATA, and online service, and the State Data Center and Business Industry Data Center Programs. Bureau staff will provide a variety of handouts and answer your questions about the availability and uses of census data.

### Wednesday, April 4 INTELLECTUAL PROPERTY WORKSHOP

A full day workshop covering the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of federal protection for intellectual property and the methods by which this information is accessed by the public. Special emphasis will be given to the Patent Depository Library Program, a nationwide network of 62 libraries which receive copies of U.S. Patents and play a significant role in the dissemination of patent information to the public. Publications and search methods where applicable, will be discussed.

### Thursday, April 5 NTIS & FEDERAL REGISTER

On Thursday, both the National Technical Information Service (NTIS) and the Office of the Federal Register will each conduct 1/2 day workshops. Participants will be able to attend both presentations.

#### FEDERAL REGISTER WORKSHOP

This two and one half hour workshop on the Federal regulatory system is presented by the Office of the Federal Register, National Archives and Records Administration. The workshop covers: the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and, an introduction to public participation in the rule making process.

#### NTIS WORKSHOP

The half day NTIS workshop will focus on the NTIS mission and its products and services. This will include information on special user services, updates on selected products and services, and other special emphasis programs and products. Handouts will be provided and NTIS staff members will be available to answer questions.

Friday, April 6 LIBRARY OF CONGRESS PRESENTATIONS

Fridays activities will be held at the Library of Congress (LC). There will be presentations on the Library Services Division of the Congressional Research Service (CRS); the loan policies of the Library of Congress; services of the Photoduplication Division of the Library of Congress; and collections of federal documents in the Library of Congress. Tours of CRS and other areas of LC will also be offered.

---

All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, the sole exception being Friday's Library of Congress Program which will be held in the Madison Building of the Library of Congress. Presentations will begin promptly at 8:30 a.m. and will last until at least mid-afternoon. All participants are expected to attend all presentations.

---

## ACCOMMODATIONS

As April is a peak tourist period for Washington, accommodations can be very hard to find. A block of rooms has been reserved for seminar participants at the Carlyle Suites Hotel. The hotel is located at 1731 New Hampshire Avenue, N.W., Washington, DC. This hotel is in a good section of the city and it is close to the same metro line as the GPO. A complete suite (bedroom, kitchen and dining area) is available for \$77.00 per night for one person and \$10.00 each for each additional person. If you wish to reserve a room at the hotel, you should call as soon as your Seminar reservations are confirmed by GPO. The phone number of the Carlyle Suites Hotel is (202) 234-3200. Please tell the reservations clerk that you are attending the GPO Seminar and quote the above room rate. If you are interested in sharing a room with another librarian attending the seminar, you can call John Tate at GPO (202) 275-1109. Mr. Tate will try to match-up roommates.

\*\*\*\*\*



## The Missing Coat

If you left the fall Council meeting with a coat that is not yours, it belongs to Julia Wallace. Please call her at (612) 624-0241.

\*\*\*\*\*



## George Kosman, Newly Appointed to Council, Dies

George Kosman, Head Documents Librarian at Case Western Reserve University (CWRU), Cleveland, Ohio, died on September 22, 1989, in an automobile accident in Ontario, Canada. He was a passenger in an automobile which was struck head-on by a car attempting to pass three other vehicles. The driver of Mr. Kosman's car was seriously injured.

Mr. Kosman had been Head of the CWRU Documents Department since 1967. He had long been active in the documents community, serving on many committees, on both the local and national level. During the 1970's he served on ALA's Public Documents Committee and on GODORT's Constitution Committee, and he participated in several Ohio documents groups in various capacities. He taught documents at CWRU for many years, and for the last three summers also taught at Kent State University. He was an authority on UN documents, and was responsible for collection development for the Theater and Dance Department at CWRU. Most recently, Mr. Kosman had been appointed to the Depository Library Council to the Public Printer.

Mr. Kosman gave many years of service to the field of librarianship and documents. He was unstinting in giving his help and friendship to his students, his colleagues, and the general public. His loss is a loss not only to his many friends but to all who directly or indirectly were affected by his efforts to improve the world of knowledge and public information.

\*\*\*\*\*



## LPS Now Recruiting Catalogers!

### OPM Grants GPO Direct-Hire Authority

In a successful conclusion to months of intensive efforts GPO was recently granted direct-hire authority by the Office of Personnel Management. This authority, which will remain in effect through September 30, 1990, covers librarian positions at grades 7, 9, and 11. GPO may use this authority to appoint candidates to permanent, career-conditional positions in the Washington, DC metropolitan area. Direct-hire authority ends the requirement that only candidates whose names are on the OPM Librarians' Register may be considered.

The Cataloging Branch currently has several vacancies which LPS is anxious to fill. As shown on the following vacancy announcement, number 89-457, LPS will fill these positions at either the PG-7 or PG-9 level, depending on experience and qualifications. The target grade for cataloging positions in LPS is PG-11, which currently pays \$28,852 - \$37,510 per annum. Applications for these positions may be made by submitting a Standard Form 171, Application for Federal Employment, to the GPO Employment Branch, using the address from the announcement. If you are aware of others who might be interested in a career with LPS, please call this opportunity to their attention.

\*\*\*\*\*



# Merit Promotion Vacancy Announcement

U.S. GOVERNMENT PRINTING OFFICE



Announcement No.:  
89-457

Position: Librarian		Issue Date: 10/26/89	Closing Date: Open Until Filled
Series/Grade: PG-1410-07/09	Salary: \$19,761-\$31,001	Number of Vacancies: Five (5)	Promotion Potential: PG-11
Geographic Location: Washington, DC	Tour of Duty: 8:00 a.m. - 4:00 p.m.	Duration of Appointment: <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary	
Organization: Library Programs Service, Library Division, Classification and Cataloging Branch	Civil Service Status Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Area of Consideration: All Sources Nationwide	OPM Notice of Results Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		

## SUMMARY OF DUTIES/RESPONSIBILITIES:

Incumbent performs descriptive and subject cataloging and classification for documents and publications. Consults Anglo-American Cataloging Rules, Second Edition, GPO Cataloging Guidelines, and Library of Congress Rule Interpretations in determining the correct cataloging principles. Refers to Library of Congress Subject Headings, and other printed guidelines in making decisions. Adapts cataloging of Library of Congress and other libraries to reflect the needs and interests of the documents area. Prepares cataloging records for input into the Library's automated cataloging system. Assigns Machine Readable Cataloging (MARC) tagging in various formats. Performs proof reading of catalog pages and computer printouts. Assigns subject headings. Recommends library policy and procedure changes when requested to do so by Section Chief. Assigned to special projects. Creates new main entries, name headings and series entries using the Linked Systems Project interface.

**QUALIFICATION:** To qualify for grade 7, applicants must meet the requirements stated in paragraph A, B, or C below:

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university in addition to completion of all work required for a bachelor's degree; or
- B. Completion of all requirements for a "5th year" bachelor's degree in library science. In addition, applicants must have at least 1 year of library experience which included the performance of duties in 1 or more functional areas of librarianship at the Grade 5 or higher level; or
- C. A total, in some combination, of not less than 5 years of college-level education, training, and/or experience. Applicants who qualify on this basis will be required to pass a subject matter test in library science.

Applicants for grade 9 must have 1 year of specialized experience equivalent to grade 7 performing work which is directly related to the above duties.

**NOTE:** GPO will not be responsible for any expenses incurred by the selectees.

**RANKING FACTORS:** Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials. Applicants must meet time-in-grade and qualification requirements by the closing date of the announcement.

1. Knowledge of theories, objectives, principles, and techniques of librarianship.
2. Knowledge of theories, principles, and techniques of cataloging and classification.
3. Technical knowledge of Online Computer Library Center (OCLC) on-line system.
4. Ability to communicate orally.
5. Ability to communicate in writing.

**TO APPLY:** Each applicant must submit:



Standard Form 171, "Application for Federal Employment"



Special Application Form (Available from GPO Employment Branch)

**APPLICATIONS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**Please describe duties and responsibilities in your own words, do not submit copies of position descriptions.**

**SUBMIT APPLICATION TO:**  
MICKIE McLAUGHLIN

U S Government Printing Office  
Employment Branch, RM C106, Stop PSE  
North Capitol and H Streets, NW  
Washington, DC 20401

**For additional information, call:**  
(202) 275-1590 GWEN HOLT

GPO Form 2884 (R 1-89) P. 57543-7

**THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**

## Progress on the GPO Cataloging Tapes

Considerable progress has been made on the development of the new GPO Cataloging Tapes. GPO's computer specialists have nearly completed the programming required to produce the GPO Cataloging Tapes, and have delivered a prototype to LPS for evaluation. When all development and testing is completed by LPS, a test tape will be delivered to the Library of Congress Cataloging Distribution Service (CDS), most likely in early December. CDS is still considering whether the new product will be sold as a MARC Distribution Service (MDS) subscription, and has advised LPS that CDS will poll their subscribers to assess customer interest. CDS' decision will be based heavily on input from both current and potential tape subscribers; and the final decision on whether these tapes are offered as an MDS subscription rests with the Library of Congress. LPS expects that the CDS poll will elicit a very positive response, and that at some future time the new GPO Cataloging Tapes may replace the current offering.

Although LPS is quite excited about this project it is difficult to forecast an exact release date. The target for an operational production and distribution system for the new tapes is the winter of 1990. LPS is planning to initiate the new GPO Cataloging Tapes by distributing records drawn from the same data set used to produce the January, 1990 Monthly Catalog.

Concern about the use of the 001 field, which in the current tape format contains the Monthly Catalog identification number, was expressed by a number of librarians and tape users at the recent meeting of the Depository Library Council. Based on the discussions at that meeting the following recommendation was passed:

The Depository Library Council recommends that a distinctive, incremental accession or control number that includes the year in which the item was cataloged or processed be an integral part of all records in the new GPO cataloging tape.

Following the meeting, LPS requested that the tape program be enhanced to provide for a control number which will have the look and feel of the Monthly Catalog identification number. This control number will be in the format yy-nnnnn, where yy represents the year the record was processed, and nnnnn is a sequential control number which begins each year with 50000. This different numerical range is being employed to avoid duplicating the Monthly Catalog identification numbers. In order to minimize the necessity for reprogramming in user applications, this new control number will

appear in the 001 field, the same field that contains the Monthly Catalog identification number in the current Monthly Catalog tapes.

All of the advantages of the new GPO Cataloging Tapes are achievable because the tapes can be generated independently of the production of the Monthly Catalog. A drawback of this separation is the absence of the Monthly Catalog identification numbers from the new tapes. Although LPS recognizes that loss of this data element may cause a degree of inconvenience to users, the overall improvement in the product should far outweigh this loss. This number is not being omitted lightly; in fact, there is no simple mechanism for including it in the new format, as the Monthly Catalog identification number is not assigned until very late in the current production process. Furthermore, because of the differences in the types of records contained in the two tape products, there is no one-to-one correspondence between records in the printed Monthly Catalog and those which appear on the GPO Cataloging Tapes.

The sequential control number will prove useful in identifying and choosing among records, particularly with respect to loading map records. Due to the lack of consensus among users about what kinds of map records should appear on the new tapes, LPS has decided to include both the collective records and the map "availability records," such as those for the individual sheets within the USGS topographic quadrangle series. The inclusion of all the map data will enable users to select those records most appropriate for their local systems.

Some users of the new GPO Cataloging Tapes will need to revise their "deduping" strategies. The new tapes will contain numerous replacement records, consisting of both corrections to previously issued records and updates or additions to collective records, for example the addition of volumes to a multipart monograph. A replacement record will have the same OCLC control number as the record it replaces. The record to be retained can be identified by retaining the version with the latest date and time of latest transaction (DTLT) code string in the 005 field. This field, which is already present on the USMARC format data distributed for GPO by the Library of Congress, will be the key to identifying the record version to be retained.

\*\*\*\*\*



## Readers Exchange

### WORKING TOWARDS THE 1990 CENSUS

The Government Information Unit at St. Louis Public Library and the St. Louis Office of the Bureau of the Census have combined forces for the summer and through April 1, 1990 in order to promote the 1990 Census and promote access to census information at depository libraries. The staff of the Unit have been working closely with the Bureau's Community Awareness Specialist on various projects. Our first joint effort was a meeting of local business, church, and community leaders where the Bureau encouraged participation in the 1990 Census. The Library was asked to show that citizens could obtain Census information through the Public Library. During the Library's portion of the meeting one of our documents librarians explained, "If census information was hamburger, we would be a McDonalds."

Our next joint effort included intensive planning and the participation of the Library's Marketing Department, Computer Services Department, and staff from other areas of the Library. The Bureau and the Library shared a booth promoting the 1990 Census at the annual St. Louis VP Fair. The VP Fair runs from July 1 through 4 and attracts over a million people each year. The fair includes ethnic food booths and display tents/booths from various organizations and businesses. It is held at the Jefferson National Expansion Memorial (St. Louis Arch) along the Mississippi River.

The Library transported a personal computer with CD-ROM drive and printer to the fair for displaying Census Test Disk 1 and 2. We provided printouts of 1980 census data by zip code and explained we would have updated information with the 1990 census if everyone would participate on April 1. We also had an Intelligent Catalog computer unit which contains the holdings of the Library on compact disk. Both the Library and Bureau had banners produced for the tent. At the front of the tent we hung the depository eagle placards. We had easels on which were displayed the depository posters available from GPO Marketing and posters from the Census Bureau. GPO Marketing also provided multiple copies of the Depository bookmarks and brochures. The Census Bureau brought 1990 Census buttons while the Library's Marketing Department produced buttons which stated, "Count on Us at the 1989 VP Fair! Saint Louis Public Library/Census Bureau." Stickers proclaiming "I Love Reading" were distributed. The Library's Marketing Department also produced a joint brochure for the VP Fair and a flyer on which children could draw their own picture (see attached).

The booth was manned by three staff from the Government Information Unit and other staff of Access and Information Services who were trained on using the Census disks and Census information. The Census Bureau provided staff from their St. Louis and Illinois offices and volunteers from a local social sorority. We (and the computer equipment) survived two torrential downpours, heat, and the noise of daily air shows on the river. The most profitable

day was Monday, July 3, which was Education Day when we attracted a large number of children, teachers, and librarians.

As the Bureau and the Library worked so well together, we decided to continue our collaboration after the Fair. Preliminary plans for the fall and spring include a one-day workshop for teachers regarding census materials. We will discuss how to get access to the data and using the data for surveys, ancestral traces, etc. We hope to schedule community forums at our branch libraries and a rotating exhibit of Census materials. Topic days for children will include information on building their neighborhoods and tracing their ancestors. Again we will call upon other staff within the Library to help as these programs will involve branch librarians, the Youth Services Coordinator, Marketing staff, and the History/Genealogy librarians.

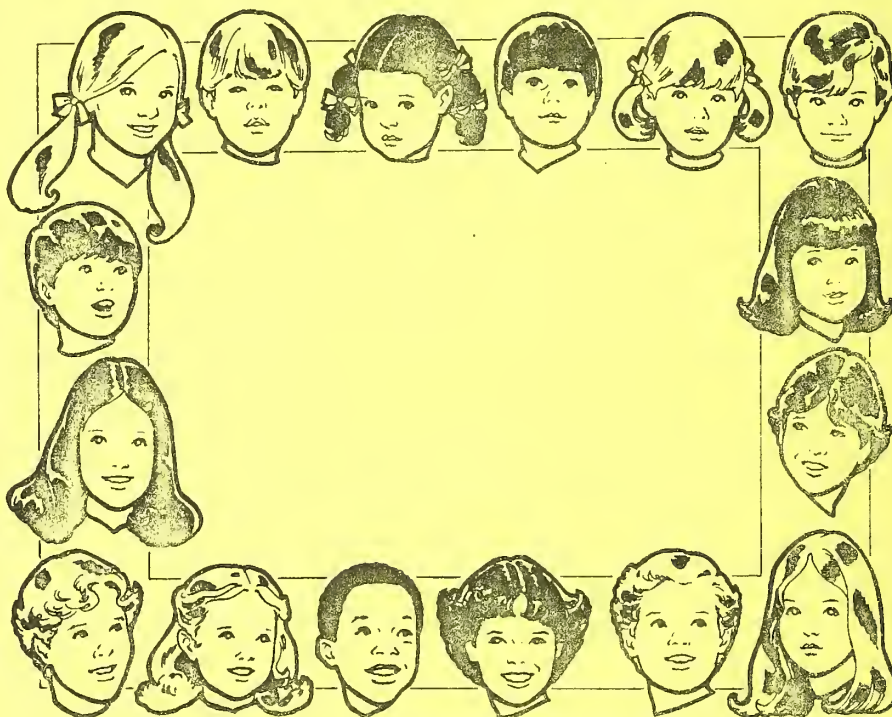
Not only does this cooperation provide the opportunity to educate the public regarding depository materials but it also provides a means of contact with other librarians to help them further understand the wealth of information from the government.

Submitted by Brenda McDonald  
Head, Government Information Unit  
Saint Louis Public Library



# Welcome to the C E N S U S Family!

The only one missing is "U"!



Hey kids, join the Census Family  
and draw yourself in the picture.

Remember, you count!

Saint Louis Public Library  
1201 Olive Street  
St. Louis, MO 63103  
314-241-2288



A Federal Depository Library

MKT. 14-6/89

Bureau of the Census  
United States Department of Commerce  
802 N. First Street  
St. Louis, MO 63101  
314-425-5457

**Saint Louis Public Library  
Government Information Unit Services**

Saint Louis Public Library has been a federal depository library since 1866. Thousands of publications are received each year on such topics as canning vegetables, national parks, bicycle safety, AIDS and many other current interests. The collection is estimated at one million items.

**Missouri documents**

The Library became a state depository in 1976 -- 110 years after becoming a federal depository. The collection includes publications both useful and fun on a great variety of subjects.

**Maps**

From oceans to mountains, maps are collected from the U.S. Geological Survey, Defense Mapping Agency, and National Oceanic and Atmospheric Administration (NOAA).

**Patents**

The inventive genius of America is recorded from 1790 to present and made available to Saint Louis Public Library patrons through the Patent Depository Library system.

**Procurement Assistance Center**

Anticipated to be operational in late 1989, the Procurement Assistance Center (PAC) will assist businesses in seeking information needed to obtain government contracts.

**St. Louis Information Center**

For those seeking current information from -- or about -- our city's agencies, or information from state and federal sources on St. Louis, the St. Louis Information Center (SLIC) "has your number."

*Government Information Unit staff can help you locate information in all of these areas. The Unit is located at Central Library, 1301 Olive Street, St. Louis, MO 63103, 241-2288. Library hours are 10 a.m. to 9 p.m. Mondays, 10 a.m. to 6 p.m. Tuesdays through Fridays, and 9 a.m. to 5 p.m. Saturdays.*

**The Census Bureau**

- \* Takes our Economic and Social Pulse.
- \* Assists with Age and Family Tree Research.
- \* Is Strictly Confidential.
- \* Has Census Facts on:

Agriculture	Retail Trade
Business	Wholesale Trade
Construction	Transportation
Foreign Trade	People
Geography	Services
Governments	Minerals
Housing	Industries

**Census Bureau Mission Statement**

In its best interest, a civilized nation counts -- and profiles -- its people and institutions. Doing so ably and objectively is the abiding mission of the United States Census Bureau. We honor privacy, shun partisanship, invite scrutiny and share our expertise globally. Striving to excel, we chronicle the Nation's past, describe its present and illuminate its future.

**Census Awareness and Products Program**

- \* Assistance -- Provide technical assistance to users of Census Bureau Data and encourage new data users in the community.
- \* Presentations -- Deliver presentations on Census-related topics at local meetings, encourage local community leaders and organizations to support the Census and exhibit Census products at national, regional, state or local conferences and conventions.
- \* Training -- Sponsor seminars, workshops and conferences on Census topics. Provide information to the "data user" community about organizations that have extensive holdings of Census products for public use, such as state data centers and libraries.



0-#24-11/30/89



**"Knowledge is of two kinds.  
We know a subject ourselves, or  
we know where we can find  
information upon it."**

**Boswell, Life of Johnson (1775)**

*You can find a wealth of information at  
Saint Louis Public Library -- your  
federal government depository library!*

*Bureau of the Census, U.S. Department of Commerce -- look  
for us in 1990, our nation's 21st Census!*

**Saint Louis Public Library  
1301 Olive Street  
St. Louis, MO 63103  
241-2288**



**Federal Depository  
Library Program**

**Bureau of the Census  
United States Department of Commerce  
802 N. First Street  
St. Louis, MO 63101  
425-5457**

## **1990 CENSUS: LIBRARIES CAN HELP**

---

State, local, and university libraries can help the Census Bureau promote the 1990 census. You can assist in generating census support and awareness in your community. Here's a starter list of suggestions:

- o Announce the census to your patrons through displays and posters.
- o Promote the census through general and specific exhibits, such as one celebrating the bicentennial of the U.S. census. Feature historical census volumes and old maps from your collection. Feature the latest census reports as well. Include old photographs and newspaper articles depicting census findings and demographic change in the community.
- o Create and place census awareness flyers and posters at check-out points and display banners and posters on book mobiles.
- o Help the Census Bureau recruit enough personnel by displaying recruitment information in the library.
- o Mention Census Day, April 1, in monthly events calendars.
- o Provide space in the library for census questionnaire assistance centers.
- o Provide space in the library for census recruiting and testing centers.
- o Create special exhibits or bulletin board displays about the 1990 census, your community's history as recorded by the census, the value of old census records in genealogical research, and examples of how census data are used in the community and how they touch the lives of community residents.
- o Work with local teachers and schools to introduce students to census holdings and data about the community as part of the 1990 Census Education Project.
- o Serve on your local area's Complete Count Committee and/or act as a catalyst to the census awareness and action of other influential community institutions.

Answer the 1990 census. It counts for more than you think. Thank you!

## Recommendations From Fall 1989 Council Meeting

The Depository Library Council makes the following recommendations to the Public Printer:

**COMMENDATION 1:** The Depository Library Council commends Gil Baldwin for his efforts to produce an alternative GPO tape product which eliminates availability records, creates collective records for serials and multi-part items, improves access to corrected records and is available with an earlier release date.

**COMMENDATION 2:** The Depository Library Council commends the Public Printer for appointing Earl W. Lewter, Jr., as Section Chief for the new Acquisition and Classification Section in the Library Programs Service (LPS) and urges that he receive adequate resources to accomplish the goals and objectives of this essential Section.

**COMMENDATION 3:** The Depository Library Council commends the Library Programs service (LPS) and its staff, particularly Jan Erickson, for the demonstrated commitment to the Information Technology Program and for the progress that has been made since May 1989 when Congress authorized the pilot projects. Council looks forward to seeing the early implementation of all the Pilot Projects.

**COMMENDATION 4:** The Depository Library Council commends the Joint Committee on Printing (JCP) for its ongoing support of the Depository Library Program. Council wishes to acknowledge in particular the inclusion of electronic government information products in the Depository Library Program through the implementation of the Pilot Projects as approved by JCP on May 3, 1989.

### RESPONSE TO THE PUBLIC PRINTER'S 4th REQUEST FOR A

**RECOMMENDATION BY COUNCIL FROM SPRING 1989:** The Depository Library Council commends the Government Printing Office (GPO) for instituting a user study of the Depository Library System. Users of Academic and Public Depository libraries, by Charles R. McClure and Peter Hernon, provides baseline statistics on the numbers of users of these libraries and identifies selected characteristics of those users. The report also shows that Depository Libraries are currently effective in reaching certain groups. Students, professionals, and managers, among others, can be identified as regular users. The study also suggests that more could be done to address the needs of a broader audience.

The Hernon-McClure survey identified current users in academic and public Depository Libraries. Council believes that the Depository Program would better serve its constituents if we also had substantive data (1) identifying current users in other types of Depository Libraries, (2) determining the characteristics of potential users for all

classes of Depository Libraries, and (3) analyzing the characteristics of collection use throughout the Depository Library System.

The Depository Library Council therefore recommends that GPO pursue a study of these aspects of the Depository Library System, using a small, but statistically valid and reliable, sample of all classes of Depository Libraries.

**RECOMMENDATION 1:** The Depository Library Council recommends that the Library Programs Service (LPS) install a dedicated telefacsimile (FAX) machine and telephone line in the Claims Section for claims and related communications from Depository Libraries.

**RATIONALE:** A dedicated telefacsimile (FAX) machine for the Claims Section will expedite communication between GPO and the Depository Libraries and increase efficiency.

**RECOMMENDATION 2:** To correct agency violations of Title 44 requirements to provide publications for the Depository library Program, the Depository Library Council urges that the Government Printing Office (GPO) and the Joint Committee on Printing (JCP):

- (a) inform such agencies of their obligations under Title 44 through continued educational and outreach activities and through prompt publication and wide distribution of the pending JCP "Guidelines;" and
- (b) in case of persistent agency non-compliance, require agencies to fulfill their obligations using appropriate provisions of Title 44.

**RATIONALE:** As regularly reported in Administrative Notes, many eligible publications are not made available to Depository Libraries. These cases of non-compliance with Title 44 should be vigorously pursued by both GPO and JCP on behalf of Depository libraries and the citizens they serve.

**RECOMMENDATION 3:** The Depository Library Council recommends that the Government Printing Office (GPO) provide the unpublished data collected in the Hernon-McClure study to qualified researchers with the name and address fields deleted, if necessary.

**RATIONALE:** The printed report revealed only portions of the data collected by the survey. This data would provide valuable descriptive information on the surveyed Depository Library collections and their users.

**RECOMMENDATION 4:** The Depository Library Council recommends that the Library Programs Service (LPS) give priority to Regional Depository Libraries in filling

claims.

**RATIONALE:** Giving priority to Regional Libraries in the claims process will provide a stronger network through which depository publications can be accessed. Delays in the receipt of shipments and claim requests cause some Regional Libraries problems in obtaining claim copies before supplies are exhausted. To correct this situation, LPS will need to hold all claims for a period of time to allow an opportunity for Regional Libraries to submit their requests before LPS begins fulfillment of claims.

**RECOMMENDATION 5:** The Depository Library Council supports the continued choice of format for the bound Congressional Record, including the options of CD-ROM, microfiche, and paper. The unknown factor of the archival quality of diazo microfiche and CD-ROM reinforces the importance of paper copy as a permanent record. Since depository libraries will be offered only the choice of microfiche or CD-ROM, the Depository Library Council recommends that the Public Printer consider increasing the volume of the paper copies of the bound Congressional Record available through the Sales Program. The Council further recommends that GPO survey the Depository Libraries to determine how many would like to purchase paper copies of the bound Record to ensure that adequate supplies of the paper edition are available for purchase by Depository Libraries.

**RATIONALE:** The Congressional Record is a critical primary source of government information and every effort should be made to anticipate and meet the demand for paper copies, particularly in Depository Libraries that should be eligible for free distribution of the paper edition.

**RECOMMENDATION 6:** The Depository Library Council recommends that the Government Printing Office actively pursue public domain information retrieval software necessary for CD-ROM applications so that electronic government information is not being withheld from the Depository Library Program solely due to software licensing fees.

**RATIONALE:** Some CD-ROM products are not currently offered to Depository Libraries because funds for software licensing fees are not available. It is critical for GPO and its Depository Library Program to include CD-ROM applications from federal government agencies in order for them to meet their missions of an informed polity and citizenry.

**RECOMMENDATION 7:** The Depository Library Council recommends that a distinctive, incremental accession or control number that includes the year in which the item was cataloged or processed be an integral part of all records in the new GPO Cataloging Tape.

**RATIONALE:** Many libraries use the Monthly Catalog identification number for a

variety of purposes. Some of these include the unique identification of map records in local systems and the unique identification of some commercial microprint/microfiche reproductions purchased by many libraries to minimize their storage problems. Absence of a Monthly Catalog number can be alleviated by such a new, and perhaps less costly, numbering system without sacrificing the benefit of more timely availability of the information.

**RECOMMENDATION 8:** The Depository Library Council respectfully requests that the Public Printer again request that the Joint Committee on Printing (JCP) authorize the use of funds appropriated for publication of the final Congressional Record in microfiche.

**RATIONALE:** Council is concerned that these funds will be lost if they are not spent. Council is also very concerned about the state of the 850 Depository Libraries who selected the Congressional Record microfiche who now have no copy of this vital publication in any format.

[TABLED UNTIL SPRING COUNCIL MEETING]

**RECOMMENDATION 9:** The Depository Library Council recommends that the Government Printing Office (GPO) in cooperation with the National Archives and Records Administration (NARA) develop a preservation plan for master copies of GPO-produced publications, regardless of format.

**RATIONALE:** Preservation is a growing concern for libraries faced with information produced on a variety of media. The Council recognizes the efforts taken to preserve paper documents, and looks forward to continued efforts toward preservation of all formats.

**RECOMMENDATION 10:** The Depository Library Council recommends that the paper edition of the bound Congressional Record be offered for depository library distribution at least to all of the Regional Depositories.

**RATIONALE:** The Congressional Record is a critical primary source of government information and every effort should be made to have at least one paper copy available through each Regional Depository Library.

[PASSED WITH ONE ABSTENTION]

[ALL COMMENDATIONS AND RECOMMENDATIONS PASSED  
UNANIMOUSLY EXCEPT AS OTHERWISE NOTED]

# Whatever Happened To . . . ? ? ?

Date October 30, 19891989-15Page 1 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
A 1.135:4/1	0006-R	<u>AG Notes in the Classroom, Vol. 4, No. 1, Nov./Dec. 1988</u>
A 1.135:4/2	0006-R	<u>AG Notes in the Classroom, Vol. 4, No. 2, Jan./Feb. 1989</u>
A 1.135:4/3	0006-R	<u>AG Notes in the Classroom, Vol. 4, No. 3, Mar./April 1989</u>
		These publications will not be distributed to depository libraries, the agency could not provide sufficient copies for distribution, and GPO cannot legally reprint copies of publications not procured through GPO, as defined by 44 U.S.C §1903.
A 107.2:In 3/988	0090	<u>How to Get Information</u>
		This publication will not be distributed to depository libraries, the agency could not provide sufficient copies for distribution, and GPO cannot legally reprint copies of publications not procured through GPO, as defined by 44 U.S.C. §1903.
AE 1.121:2/2	0569-B-06	<u>Record Facts Update, Vol. 2, No. 2, Fall 1988</u>
		This publication will not be distributed to depository libraries, the agency could not provide sufficient copies for distribution, and GPO cannot legally reprint copies of publications not procured through GPO, as defined by 44 U.S.C. §1903.
LC 1.32/5:7/1	0785-E-01	<u>Fedlink, Vol. 7, No. 1, January 1989</u>
LC 1.32/5:7/4	0785-E-01	<u>Fedlink, Vol. 7, No. 4, April 1989</u>
		These two publications will not be distributed to depository libraries, the agency could not provide sufficient copies for distribution, and GPO cannot legally reprint copies of publications not procured through GPO, as defined by 44 U.S.C. §1903.

# Whatever Happened To . . . ? ? ?

Date October 30, 19891989-15Page 2 of 2

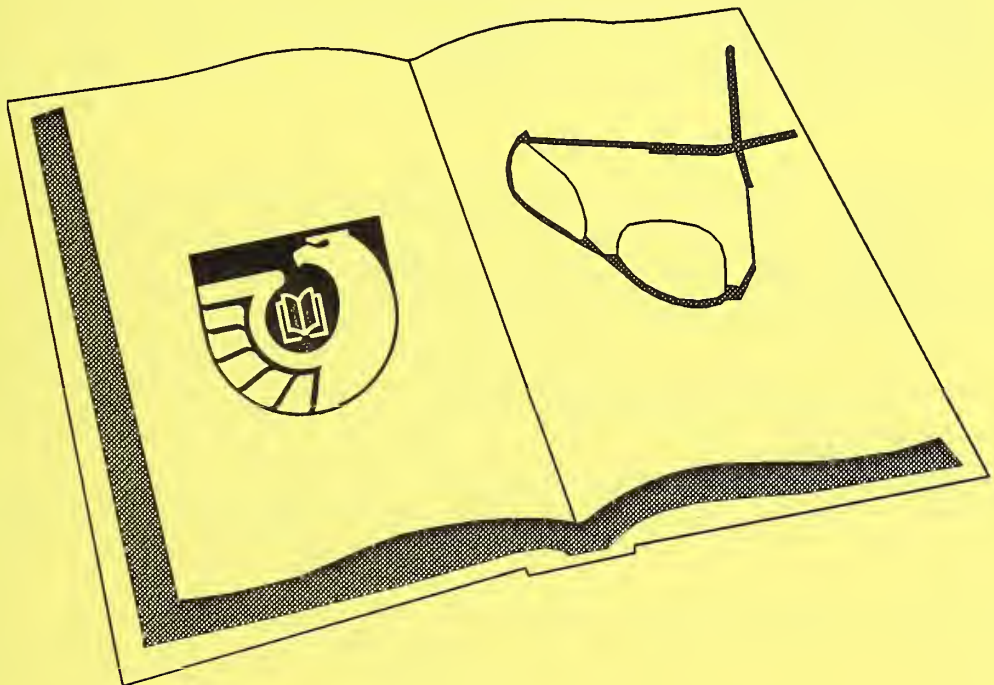
<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
T 22.2:T 19/25/989	0956	<p><u>Consolidate Listing of Tax Information Exchange Between State Agencies and the Internal Revenue Service for Tax Administration Purposes, (Rev. 4-89)</u></p> <p>The Internal Revenue Service is unable to provide GPO with additional copies of this publication, no rain check shortages will be made on this publication.</p>

# Update to the List of Classes

Date October 25, 19891989-27Page 1 of 1

<u>Class no.</u>	<u>Item no.</u>	<u>Change/Notice</u>
D 301.94:	0422-T	Change format from MF to Paper.
I 29.59/6:	0646-A-01	Archeological Assistance Program, Technical Brief (series) (P) will be added to item number 0646-A-01.
I 71.16:	0669-F	Excellence in Surface Coal Mining and Reclamation Awards (annual)(MF) will be added to item number 0669-F.
I 72.16:	0671-A-04	Posters (P) will be added to item number 0671-A-04.
J 21.10/2:	0724-A	Change frequency to irregular.
Ju 10.15:	0717-X-01	Change title from Directory of U.S. Probation Officers (quarterly) (P) to Directory of United States Probation and Pretrial Services Officers (quarterly) (P).
Y 3.C 73/5:9-3/	0039-D	Change format from Paper to MF.
Y 3.H 19:	1063-H	Change name of Committee from National Council on the Handicapped to National Council on Disability.

# For Government Information – Think Depository Libraries



## Table of Contents

3rd Annual Interagency Depository Seminar . . . . .	1
The Missing Coat . . . . .	5
George Kosman, Newly Appointed to Council, Dies . . . . .	6
LPS Now Recruiting Catalogers! . . . . .	7
Merit Promotion Vacancy Announcement . . . . .	8
Progress on the GPO Cataloging Tapes . . . . .	10
Readers Exchange: McDonald . . . . .	12
1990 Census: Libraries Can Help . . . . .	17
Recommendations From Fall 1989 Council Meeting . . . . .	18
Whatever Happened To ...? 1989-15 . . . . .	22
Update to the List of Classes: 1989-27 . . . . .	24

*Administrative Notes* is published approximately twice a month by the Superintendent of Documents, Library Programs Service, Government Printing Office. Address inquiries to:

The Editor, *Administrative Notes*  
U.S. Government Printing Office  
Library Programs Service, SLLC  
Washington, D.C. 20401